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"To Enrich Lives Through Effective And Caring Service"

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August 04, 2015


The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

23 August 11, 2015


PATRICK O'QUINN
ACTING EXECUTIVE OFFICER

**COUNTYWIDE CLASSIFICATION ACTIONS
(ALL DISTRICTS - 3 VOTES)**

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by adding one (1) new unclassified classification, by changing the salary of two (2) represented classifications, by deleting classifications and by reclassifying positions in various County departments.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add one (1) new unclassified classification, to change the salary of two (2) represented classes, to delete three (3) non-represented classifications and to reclassify 23 positions to implement results of classification studies in the departments of Auditor-Controller, Chief Executive Officer (CEO), Mental Health, Parks and Recreation, Public Health, Public Social Services, Public Works, Registrar-Recorder/County Clerk and Sheriff.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A, B and C). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward and laterally are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs, and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations, and can reduce the number of costly personnel-related problems.

New Unclassified Classification

We are establishing one (1) new unclassified classification. The Director of Child Protection (UC) will be assigned to the Executive Office of the Board of Supervisors and act as an advisor to the Board. This position will be responsible for developing, directing, implementing and monitoring a comprehensive program of child safety related services, programs and policies.

Salary Changes

In accordance with a June 23, 2015 settlement agreement with the American Federation of State, County, and Municipal Employees (AFSCME), we are recommending a salary change for two (2) represented classifications. The agreement stems from a July 2014 grievance filed over pay parity concerns that were determined by the CEO to be valid, resulting in a pay disparity between these classifications and two (2) similar classifications performing work at the same level and requiring similar knowledge and skills. The salary change will have a June 1, 2015 effective date, per the settlement agreement.

Deleted Classifications

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of three (3) non-represented classifications and three (3) vacant represented classifications (Attachment A). The represented classes have been approved for deletion by the Employee Relations Commission (ERCOM) and the affected departments have been informed of and have consented to these deletions. This recommendation is consistent with the County's strategy to reduce the number of obsolete classifications.

Countywide Head Departmental Personnel Technician Study

We are recommending the reclassification of three (3) positions in the departments of Public Works and Registrar-Recorder/County Clerk (Attachment B). These actions will further implement the Countywide Head Departmental Personnel Technician Classification Study to provide clarity for this core departmental function. The goal of this study is to establish salary equity among departments of comparable size, budget, and complexity, eliminate redundant classifications, and facilitate the recruitment and retention of supervisors in the field of personnel.

Reclassifications

There are 23 positions in nine (9) departments being recommended for reclassification (Attachment C). The duties and responsibilities assigned to these positions have changed since the original

allocations were made. The positions would be more appropriately classified in the recommended classes.

Implementation of Strategic Plan Goals

Your approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 - Operational Effectiveness/Fiscal Sustainability as it establishes effective organizational structures and individual position allocations for County departments, which in turn, helps to maximize the effectiveness of processes, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services. Specifically, it will improve the quality of the workforce, achieve departmental operational efficiencies, and maintain consistency in personnel practices throughout the County.

FISCAL IMPACT/FINANCING

The projected budgeted annual cost resulting from the reclassifications and salary changes recommended is estimated to total \$13,676 (all funds). Net County cost is estimated to be \$9,591. Cost increases associated with upward reclassification actions and compensation changes will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

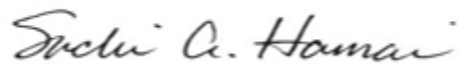
Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper classification and compensation of positions.

The Honorable Board of Supervisors

8/4/2015

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Respectfully submitted,

A handwritten signature in cursive script, reading "Sachin A. Hamai".

SACHI A. HAMAI

Interim Chief Executive Officer

SAH:RM:SJM

AE:KP:mmg

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Department of Human Resources
Chief Information Office
Affected Departments

ATTACHMENT A

UNCLASSIFIED CLASSIFICATION RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN

Proposed Savings/Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level	
Savings/Megaflex	9116	Director of Child Protection (UC)	N23	R18

REPRESENTED CLASSIFICATIONS RECOMMENDED FOR SALARY CHANGE

Item No.	Title	Current Salary Schedule & Level		Recommended Salary Schedule & Level	
9029	Mental Health Clinician I	NM	87D	N2M	87D
9030	Mental Health Clinician II	NM	90D	N3MW	90D

REPRESENTED CLASSIFICATIONS RECOMMENDED FOR DELETION

Item No.	Title
1261	Operations Specialist, Banking and Remittance Processing
2268	Senior Deputy Purchasing Agent
7993	Welfare Fiscal Analyst

**NON-REPRESENTED CLASSIFICATIONS
RECOMMENDED FOR DELETION**

Item No.	Title
8504	Associate Conservator, Museum of Art
1060	Budget & Fiscal Services Manager
1075	Head, Budget & Management Services, Museum of Art

COUNTYWIDE HEAD DEPARTMENTAL PERSONNEL
TECHNICIAN STUDY

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Public Works	1	Head Departmental Personnel Technician Item No. 1850A NM 96F Non-Represented	1	Administrative Services Manager I Item No. 1002A NM 95E Non-Represented
Registrar- Recorder/County Clerk	1	Head Departmental Personnel Technician Item No. 1850A NM 96F Non-Represented	1	Head, Staff Development Specialist Item No. 1869A NM 92E Non-Represented
Registrar- Recorder/County Clerk	1	Senior Departmental Personnel Technician Item No. 1849A NM 92F Non-Represented	1	Staff Development Specialist Item No. 1861A NM 89E Non-Represented

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS**AUDITOR-CONTROLLER**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Departmental Personnel Technician Item No. 1849A NM 92F Non-Represented	1	Administrative Services Manager I Item No. 1002A NM 95E Non-Represented

The subject Senior Departmental Personnel Technician position is assigned to the Recruitment Section within the Administrative Services Division. The Recruitment Section is responsible for departmental recruitments, classification, and compensation assignments. The position oversees the work of subordinate staff as well as plans, conducts or oversees complex and/or sensitive assignments. In addition, the position communicates information that is often highly sensitive, complex, and/or confidential and provides findings and recommendations to management.

The scope of responsibilities meets the allocation standards for Administrative Services Manager I, a class that has a full range of difficult to complex analytical assignments and makes recommendations on complex issues that directly impact departmental programs and administrative operations. Therefore, we recommend the upward reclassification to Administrative Services Manager I.

CHIEF EXECUTIVE OFFICE

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Personnel Assistant Item No. 1890A NM 75K Non-Represented	1	Analyst, CEO Item No. 0827A N35M 94F Non-Represented

The subject position is assigned to the Benefits and Compensation Policy Section, which handles all aspects of County employee compensation policy. It is responsible for providing specialized staff support to higher level analysts and Section management as well as analyzes and recommends solutions for various compensations issues. Duties include participating in inequity presentations with labor organizations; assisting with the cost computations of union proposals; tracking and reviewing Board letters and Employee Relations Commission meeting minutes for actions impacting classification and salary; processing updates to the Oracle Compensation System; and reviewing and analyzing pending legislation for County impact and projected costs.

The assigned duties and responsibilities meets the classification standards for Analyst, CEO, which provides professional staff support to the CEO in the planning, coordination, direction and control of such specialized County functions as the County budget, finance, operations, capital projects, legislative analysis, organization and management studies, employee relations, compensation policy, risk management, marketing, asset management, and unincorporated area services functions. Therefore, we recommend upward reclassification to Analyst, CEO.

MENTAL HEALTH

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Administrative Assistant III Item No. 0889A NM 88A Represented	2	Safety Assistant Item No. 3033A 83B Represented

The subject positions are located in the Human Resources Bureau, Health and Safety Unit. The primary role of this Unit is to maintain the department's Injury, Illness and Prevention Plan Program, accident prevention program, Hepatitis B vaccination program, and other health and safety related efforts. The positions are responsible for conducting facility inspections to identify and address health and safety issues at various Department of Mental Health facilities. Duties include conducting ergonomic assessments; researching and ordering specialized equipment for employees; collaborating with the County's Security Operation Unit, County Counsel, law enforcement offices and departmental program staff related to workplace violence or hazards; processing Security Incident Reports; reviewing Accident Investigative Reports; coordinating the department's Quarterly Inspection Survey and following up on non-compliance issues.

The duties and responsibilities meet the classification standards of Safety Assistant, a class responsible for the performance of delegated safety program functions. Work assignments may include work site or field safety inspections, conducting training in respiratory protection, hearing conservation, confined space procedures, Hazard Communications, CPR/First Aid, and other training as required. Therefore, we recommend downward reclassification of these positions to Safety Assistant.

PARKS AND RECREATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Equipment Maintenance Supervisor Item No. 6616A NM 82H Represented	1	Power Equipment Technician Supervisor Item No. 7437A Flat Rate Represented

The subject position reports to an Automotive Equipment Coordinator and is located in the Special Operations Division, Regional Facilities Agency. The position supervises the work of Power Equipment Technician staff participating in the maintenance of an assortment of tools and equipment. The position is responsible for identifying repair issues, costs and over all extent of need for equipment and vehicle repairs; performing mandatory inspections and repairs of equipment; and providing technical information as well as training to staff regarding updated repair methods and new equipment repair.

The scope of responsibilities assigned to this position meets the Power Equipment Technician Supervisor allocation criteria to provide administrative and technical direction to subordinate staff engaged in maintaining and repairing automotive and non-automotive power equipment. Incumbents in these positions are responsible for supervising subordinate staff, identifying repair problems, coordinating repairs, estimating cost and extent of repairs needed, and determining work priorities. Therefore, we recommend upward reclassification to Power Equipment Technician Supervisor.

PUBLIC HEALTH – PUBLIC HEALTH PROGRAMS

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Assistant Program Specialist, Public Health Nursing Item No. 5233N N21 RN07 Represented	2	Public Health Nursing Supervisor Item No. 5236N N21 RN08 Represented

The subject positions are assigned to the Maternal, Child, and Adolescent Health Nurse-Family Partnership and the HIV Epidemiology Program Data Acquisition Units, respectively. The positions are primarily responsible for planning, supervising and evaluating the work activities of subordinate nursing staff. Duties include assisting in the administration of nursing components in the respective areas of nursing services, staffing and in-service training. The assigned duties and responsibilities are consistent with the allocation criteria of a Public Health Nursing Supervisor, a class characterized chiefly by assignment as first-level supervisors of a group of public health nursing and other personnel in the provision of generalized and specialized nursing services. Public Health Nursing Supervisors have responsibility for implementing and maintaining the nursing components of departmental public health programs, and for providing supervision and consultation to nursing and other staff. Therefore, we recommend upward reclassification of these positions to Public Health Nursing Supervisor.

PUBLIC SOCIAL SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
5	Financial Specialist III Item No. 0749A N27M 89L Non-Represented	5	Management Analyst Item No. 1848A NM 88F Non-Represented
1	Human Services Liaison, Public Social Services Item No. 8008N N23 S12 Non-Represented	1	Division Chief, Public Social Services Item No. 8014A N23 S12 Non-Represented
5	Information Systems Analyst I Item No. 2590A NM 91H Represented	5	Information Systems Analyst II Item No. 2591A NM 94D Represented

The subject Financial Specialist III positions are assigned to the Fiscal Compliance Section and are responsible for performing analytical, technical, and confidential work related to fiscal and departmental compliance reviews and assessments. The Section conducts Internal Control Certification Program reviews, cash counts, fiscal reviews, and special investigations. Duties include reviews and investigations requiring researching, analyzing and interpreting fiscal and departmental policies and procedures; preparing reports; and providing recommendations to management; and preparing and conducting internal control training for departmental staff. The duties and responsibilities are consistent with the classification standards for Management Analyst, a class which incumbents utilize analytical and technical skills and abilities while drawing upon knowledge acquired through specialized training and experience. Therefore, we recommend downward reclassification of these positions to Management Analyst.

The subject Human Services Liaison, Public Social Services position is being recommended for reclassification in conjunction with a departmental reorganization. This position will be located in the new Communications and Training Division, where it will oversee operations through subordinate managers. The primary work performed in this Division will be to develop, implement and deliver comprehensive training programs. Responsibilities include all internal and external communications utilizing web-based, video, social media, marketing, public information, graphic arts projects, and outreach campaigns. The scope of responsibilities are consistent with the classification standards for Division Chief, Public Social Services, a class which is responsible for directing the activities of a function or unit organized on a divisional basis to accomplish one or more major departmental line or staff objectives. Therefore, we recommend lateral reclassification.

Lastly, five (5) Information Systems Analyst I positions are assigned to the Contract and Technical Services Bureau, Eligibility Systems Division. Two (2) of the positions are located in the Application Support and Production Control Unit, one (1) in the Eligibility Section - Eligibility Determination Benefit Calculation I Unit, and the remaining two (2) are in the IT Contract Management, IT Procurement Unit. These positions have a comprehensive knowledge of all phases of systems, design and development, including analyzing end user requirements; developing systems; identifying and resolving problems on complex systems including the Los Angeles Eligibility Automated Determination Evaluation and Reporting (LEADER) and Medi-Cal systems, and preparing detailed specifications that address the scope and boundaries of a system as well as business and data requirements. The duties performed meet the allocation standards for Information Systems Analyst II, a class which provides a full-range of information systems analysis and design and are assigned to moderately complex systems. Therefore, we recommend upward reclassification of these positions to Information Systems Analyst II.

SHERIFF – GENERAL SUPPORT SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Power Equipment Operator Item No. 7374A N2M 84E Represented	1	Painter Item No. 6973A Flat Rate Represented
1	Statistical Analyst, Sheriff Item No. 1750A NM 79L Represented	1	Crime Analyst, Sheriff Item No. 0939A NM 88G Represented

The subject Power Equipment Operator position reports to a Carpenter Supervisor and is located in the Administrative and Training Division/Facilities Services Bureau. Specific duties include preparing surfaces for paint; applying primer and paint to wall and ceiling surfaces using spray equipment, rollers, and paint brushes; measuring and painting parking lot lines and verbiage; performing minor repairs to walls and ceiling surfaces; mixing paint; sanding wood surfaces; thinning paint and cleaning equipment using appropriate solvents. The scope of the duties and responsibilities assigned to this position meets the definition of Painter, a class which performs general painting work that includes a wide variety of skilled interior and exterior painting tasks on buildings, equipment, furniture, signs, and other structures. Therefore, we recommend downward reclassification of this position to Painter.

The subject Statistical Analyst, Sheriff position is located in the Technology and Support Division/Records and Identification Bureau and it provides the Department's Internal Criminal Investigations Bureau investigators with crime analysis support. The primary responsibility includes routinely analyzing data and patterns of criminal activity using analytical methodologies and software to develop plans for prevention, deployment and apprehension of criminal offenders. This position meets the allocation criteria for the Crime Analyst, Sheriff, a class which is responsible for analyzing, preparing reports, and disseminating technical information and data relevant to actual and anticipated criminal activity to operational personnel to increase the effectiveness of patrol deployment, crime prevention, and apprehension of suspects. Therefore, we recommend upward reclassification of this position to Crime Analyst, Sheriff.